

**DISCRETIONARY LEARNER SUPPORT FUND (BURSARY FUND) –
FOR STUDENTS AGED 16-18 YRS**

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Equality Assessment: Director of Corporate services **Date:** August 2024

Version and Date		Actions/Notes
1.0	August 2024	Position change from Enrichment Lead to Learner Experience Team. Earning amended to £29,001 and catering allowance from £3.50 to £4.50. Removed the attendance % and amended to college attendance targets.

Approved by SMT: **August 2024**

Approved by Corporation: **22.10.24**

Date of Next Review: **August 2025**

Related policies or procedures or parent policy if applicable: Discretionary Learner Support Fund – For Students Aged 19+
Advanced Learning Loan Bursary Policy

Groups/bodies consulted in the development of the policy: ESFA dLSF guidance

To be published on College Website: Yes

To be published on Student Hub: No

DISCRETIONARY LEARNER SUPPORT FUND BURSARY POLICY FOR STUDENTS AGED 16 – 18 YRS 2023 - 2024

Background

The 16-18 bursary scheme is specifically aimed at students aged between 16 and 18 years facing financial hardship in accessing education. Students aged 19 – 24 who have an EHCP will also be funded via the 16-18 dLSF.

The College will be responsible for allocating bursary awards to students either as cash payments or with payment in kind for course expenses.

The College will make awards based upon a proven hardship need which must be substantiated by evidence which will be retained in accordance with audit requirements.

Means Test

Vulnerable groups will be assessed against specific criteria (see below). Priorities 1 and 2 will be determined via means testing, based on parental income, and evidence such as universal credit, JSA, WTC documentation or wage slips will be required to support applications.

The priority groups are as follows.

Priority Vulnerable

Vulnerable students

A monetary bursary of at least £1,200 per year is to be allocated to vulnerable students. This is a mandatory amount. However, young people need to meet agreed attendance and code of conduct criteria to receive the full payment. Evidence for this group will be Social Services/Local Council letters, Income Support, ESA/DLA letters etc.

Young people in this category have been identified by the government as the following:

- Young people in care or care leavers
- Young people receiving Income Support or Universal Credit in their own right
- Disabled young people receiving **BOTH** Employment Support Allowance and either Disability Living Allowance or Personal Independence Payment

Students in this category can expect to receive the following from Macclesfield College:

- 10 monthly payments of £100 (paid by BACS mid-month September – June) with a £100 bonus in December and June dependent on attendance and behaviour
- Contribution to College meals paid via an electronic payment card (£4.50 per day).
- Course costs to be fully met by college bursary fund e.g. trips/kit and uniform
- Printer Credit – Students get a one off £2 credit when they start at college and then a further £1 per month will be automatically added to the student's account
- Travel – College bus pass will be paid for or bus/train tickets paid monthly

All payments will be subject to the student meeting the following attendance and behaviour criteria:

- Satisfactory attendance
- No disciplinary action

Should a student not meet the criteria an interview will be arranged with the Director of Corporate Services to determine level of payment.

Students on part time/short courses within this priority group will receive pro-rata amounts.

Priority 1

Household income below £29,001

Evidence for this group will be Working Tax Credit or Universal Credit documentation, JSA, Income Support, pay slips etc.

These students will be eligible to receive the following from Macclesfield College (subject to sufficient funds being available):

- Contribution to College meals paid via an electronic payment card (£4.50 per day)
- Material Costs: course specific - fully funded
- Trip costs: course specific - fully funded
- Printer Credit - £1 per month will be automatically added to the student's account
- Travel – D&G or College bus pass will be paid for or bus/train tickets paid monthly

All payments will be subject to the student meeting the following attendance and behaviour criteria:

- Attendance in line with college expectations
- No disciplinary action above Stage 1

Should a student not meet the criteria an interview will be arranged with the Enrichment Lead to determine level of payment.

Priority 2

Should the household income be above £29,001 applications will be welcome and allocation will be based on need and availability of funds. This may not be the full entitlement as shown above, but a negotiated support.

College Bursary

Where a student requires additional funding due to individual circumstances the College can issue a College bursary irrespective of household income subject to funding being available. Students must be able to demonstrate additional/exceptional hardship e.g. homelessness, estranged from parents etc and will be subject to an interview and additional monitoring by the Director of Corporate Services. Students will be required to maintain good standards of attendance and commitment to their course. All support will be based on individual circumstances and the support could comprise any of the following:

- Contribution to College meals
- Additional material costs
- Additional trip costs
- One off grant
- Assistance with travel costs

Eligibility

Funding is available to students meeting the above criteria if they are a “home student” ie has been resident in the country for three or more years and are studying a programme of learning funded by the ESFA, or is an EU national. They must be 16 years of age and over.

Eligible students can receive funding for the duration of their progressive programme, e.g. VRQ 1 - 3 (3 years funding), Introductory Diploma - National Diploma (4 years funding).

Students wishing to or those required to, repeat a level in a related or different subject area, will be assessed on an individual basis.

Application Procedure

Students will need to complete an application form for assistance. Forms are available from Reception or on the website. Completed forms should be handed in to the Learner Experience Team with all supporting documentation. The application will be delayed should the student provide insufficient evidence.

A letter/email advising the student of eligibility will be sent within 15 days of receiving a fully completed application. Details of the decision are recorded on the student's form and stored by the Learner Experience Team, fully complying with GDPR processes.

PAYMENT METHOD

All claim forms, will be processed by the Learner Experience Team on the 1st Monday of each month.

In all cases the student's attendance is checked to ensure that it is meeting the College attendance targets or above in each element of study. If a student fails to meet the required attendance level in English and Maths payment will be withheld irrespective of their attendance on their main programme.

English and Maths are a compulsory part of the study programme and as such, failure to attend these lessons will result in the college funding being withheld by the ESFA. Therefore, any claims for materials or travel will not be paid if the student fails to maintain an attendance level that meets the College attendance targets

On rare occasions it may be necessary to pay claims where the attendance is below the College minimum. This is usually at the recommendation of the curriculum tutor and after discussions with the student. Details are recorded on ProMonitor.

All payments will be made by BAC's into student accounts therefore students are required to provide bank details

Appeals Procedure

Applicants have the right to appeal against a decision, which should be in writing to the Deputy Principal, detailing the reasons for their appeal. A decision will be made within 10 working days and they will be notified of the outcome and reasons.

For further help and advice about any aspect of applying for student financial support please contact the Learner Experience Team on 01625 410000 or studentservices@macclesfield.ac.uk